PREFACE

STAT

STAT

| The purpose of this exercise is to update the Language |
|---|
| Position Requirements of your Directorate. requires |
| that these be reviewed and updated each year. It is suggested |
| that you review in its entirety in order that you may be |
| well acquainted with the rationale of the Language Development |
| Program and the role that this Language Position Requirements |
| exercise plays in the overall concept. Your attention is espe- |
| cially directed to paragraph c(2) which defines "Specific" and |
| "General" language requirements. requires a variety |
| of actions of which the development of position requirements is |
| only one. A copy of has been included for your conven- |
| iones on Tab 5 |

STAT

STAT

Approved For Release 2005/12/14 : CIA-RDP78-07181R000200050025-5

| | | 74445000000550055 |
|--|---|--|
| | Approved For Release 2005/12/14 : CIA-RDP78-0 | 7181R000200050025-5 |
| | | |
| | | (1965年) 120世 新北海鄉 教室數量 (1965年) 15章 新山田 1865年 |
| | TABLE OF CONTENTS | |
| | | |
| | | |
| | | |
| 1. | Sample copy and description of the for | |
| E 2. | Guidelines | |
| | | |
| 3, | Typical language requirement changes y how to make them | ou may want to make and |
| | Language Code listings | |
| 4: 14. 15. 15. 15. 15. 15. 15. 15. 15. 15. 15 | Danguage Gode IIstings | |
| STAT 5. | Copy of | - 1 - 1 1일 - 기자 (최 1 전 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |
| | | |
| | | |
| | | |
| = 1 | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| - (1) (1) (1) (1) (1) (1) (1) (1) (1) (1) | | · 自己的 · 如此 · 如此 · · · · · · · · · · · · · · · |
| | | |
| | Approved For Release 2005/12/14 : CIA-RDP78-0 | 7181R0002000 5 0025-5 |

| | | 1 | 4 | | SECRE Approved For Release POSITION-1 | 2005/12/14: CLANGUAGE COL | LED IN) CIA-ROP NTROL F | 78-0718 ORM | 31R0002 | 200050025-5 | ~ (~ | • |
|---------------|----------|--------|----------------------------|------------|---|---------------------------|-------------------------------|----------------|-----------|-----------------|--|------------------|
|): P | MCD/O | P ROOM | 405, MAG. | BLDG | | GE REQUIREM | | | | | PAGEOF | |
| ROM: REPAR | ED By: | | $\left(\frac{2}{2}\right)$ | - N | | <u>3</u> | | | | | DATE $\frac{4}{}$ | - |
| | | | | | TANGUAGO | DESTGNAMED | DOSTMA | | | • | APPROVED | |
| DD, IANGE | TYPE | NO. RE | - LANG | Lum / | | DESIGNATED . | | ICIENCY | REQ. | <u> </u> | | |
| LETE | G - S | QUIRED | CODE | AND/ OR | LANGUAGE CLEAR TEXT | | READ | SPEAK | UNDER | POSITION NUMBER | POSITION TITLE | |
| <u>5</u> | <u>6</u> | 7 | 8 8 | 9 | <u>10</u> | | <u>11</u> | <u>12</u> | <u>13</u> | <u>14</u> | <u>(15)</u> | |
| | | | | | _ | | | | |) | | *** |
| | | | | | | | | | | | | |
| | | | | | | | | | | • | | ۾ پ |
| | | | | | | • | | | | | | . 2 |
| | | | | | • | | | | | | | |
| | | · | | | | | | | | | | 4 , ,, |
| ę. | | | | | | | | | | | | |
| | | | | | LANGUAGE RECAP | | | | | | | |
| | r Å | | | . | | | | | | | THE PARTY OF THE P | |
| | | | | | | | | | | | PMCD Gontrol # | • |
| | | | | | | | | | | | PMCD Approval | |
| | | | | | | | | | | | PMCD Date | 2000 |
| | | | | | | | | İ | | | | |
| | | | | | Approved For Release | 2005/12/14 | CIA-RDF | 78-0718 | 1R0002 | 200050025-5 | | |

DESCRIPTION OF THE FORM

(Numbers refer to the preceding page)

1. FROM:

Identification of component submitting the form (i.e., Directorate/Office).

2. PREPARED BY:

Name and extension of individual preparing this form.

3. LANGUAGE REQUIREMENT FOR:

Identification of the language unit (i.e., the organization component for which the unit 'recap' is to be shown; Office, Division, Branch, etc., exactly as it appears in the Language Control Register).

4. APPROVAL:

Completed forms should be reviewed and approved by the Senior Training Officer of the Directorate.

5. ADD, CHANGE, OR DELETE:

A code representing the type of action to be taken.

Use 'A' to ADD a new requirement.

Use 'C' to CHANGE a requirement.

Use 'D' to DELETE a previous requirement.

6. TYPE:

A code denoting the type of language requirement.

Use 'G' to indicate a <u>GENERAL</u> language requirement for the component.

Use 'S' to indicate a SPECIFIC language requirement.

7. NUMBER REQUIRED:

How many people are required to satisfy the language requirement?

8. LANGUAGE CODE:

A computer code representing the language needed. (See Tab 4 for a list of code numbers.)

9. AND/OR:

A code denoting the existence of an 'and/or' condition. To be used <u>only</u> when more than one language is specified as part of the requirement.

EXAMPLE: Requirement calls for

French and German or Spanish or Italian

10. LANGUAGE CLEAR TEXT:

The name(s) of the language(s) needed (e.g., FRENCH, GERMAN, etc.).

11. READING:

A code representing the required reading proficiency level.

N indicates NATIVE
H '' HIGH
I '' INTERMEDIATE
E '' ELEMENTARY
S '' SLIGHT

12. SPEAKING:

A code representing the required speaking proficiency level.

N indicates NATIVE
H " HIGH
I " INTERMEDIATE
E " ELEMENTARY
S " SLIGHT

13. UNDERSTANDING:

A code representing the proficiency level at which an aural comprehension skill is required.

| N | indicates | NATIVE |
|--------------|-----------|--------------|
| Н | 11 | HIGH |
| I | 11 | INTERMEDIATE |
| \mathbf{E} | 11 | ELEMENTARY |
| S | 11 | SLIGHT |

14. POSITION NUMBER:

A code representing the position number of the position on which a language requirement (specific requirements only) is being levied.

15. POSITION TITLE:

The title of the position on which the requirement is being levied.

GUIDELINES

1. The form is divided into two sections. The top portion is to be used only for updating those requirements being levied against a particular position (i.e., "specific" language requirements). The bottom portion is to be used to update requirements levied against an organizational unit (i.e., "general" language requirements) and also to make changes in the unit 'recap'. Note that, for purposes of recapitulation, you will be entering the "specific" requirements on both the top and bottom halves of the form. Fill in the top half first, then consolidate the specific requirements where possible and enter the requirements again in the lower half, together with the general requirements.

Should more than one page be required to complete the position requirements, put the unit recap (information in the bottom portion of the form) on the last page you use.

- 2. Data item number 5 is used to identify the action to be taken. The letter "A" denotes an ADD and is to be used only when adding new language requirements to the Language Control Register (LCR). The letter "D" denotes a DELETE and is to be used only when deleting a language requirement from the LCR. The only other valid action is represented by the letter "C", denoting a CHANGE. Use "C" when the language requirement remains in effect, but some part of the requirement changes (e.g., the proficiency level of a given language requirement is changed from "High" to "intermediate").
- 3. All data should be typewritten on these forms. Please suban original and three copies.

SAMPLE FORMS

For your reference, here are some examples of typical actions that you may want to take in updating language requirements. In each case a sample form is provided, with the columns filled in appropriately.

1. To establish an organizational component as a language unit.

ACTION:

- a. Requires an "ADD" entry in the upper portion of the form for each language-designated position.
- b. Requires a minimum of one "ADD" entry in the bottom portion of the form for each requirement (possibly more if various proficiency levels are required for the same language).
- 2. To designate a position as having a language requirement.

ACTION:

- a. Requires an "ADD" entry in the upper portion of the form.
- b. Requires either an "ADD" or "CHANGE" in the recap portion.
- 3. To designate a position as having more than one language requirement (i.e., FRENCH and GERMAN or SPANISH).*

ACTION:

- a. Requires an "ADD" entry in the upper half of the form for each specific language associated with a position.

 NOTE: This type of entry also requires an entry in the 'AND/OR' column.
- b. Requires an "ADD" entry in the recap portion for each position mentioned.
- * In this example, French is required; and in addition to French, German or Spanish is needed.

4. To delete all language requirements for an organizational component.

ACTION:

- a. Requires a 'DELETE' entry in the upper half of the form for <u>each</u> position requirement previously levied upon the component.
- b. Requires a 'DELETE' entry for each language previously identified in the RECAP.
- 5. To delete language requirements from one position.

ACTION:

- a. Requires a 'DELETE' entry in the upper portion of the form.
- b. Requires a 'CHANGE' or 'DELETE' entry in the RECAP.

6. To delete the language requirement from one position having more than one language associated with it (i.e., FRENCH and GERMAN or SPANISH).

ACTION:

- a. Requires a 'DELETE' entry for <u>each</u> specific language associated with the position in the upper portion of the form.
- b. Requires a 'DELETE' entry for each specific language in the RECAP.
- 7. To delete a language requirement from one position and add the identical requirement to another position in the same organizational component.

ACTION:

- a. Requires a 'DELETE' entry in the upper half of the form.
- b. Requires an 'ADD' entry to the upper half of the form.
- c. No change is needed in RECAP, since the RECAP is concerned only with language requirements, not with position numbers. Note that the bottom half of the form does not even provide space for position numbers or titles.

SECRET (WHEN EILLED IN) (EXAMPLE #1) Approved For Release 2005/12/14: CHA ROP78 07181R000200050025-5
LANGUAGE REQUIREMENTS FOR: : PMCD/OP ROOM 405, MAG. BLDG 1 OF 15 Deputy Director-Support MOS: DDS/OTR 11/12/70 Office of Training DATE EPARED BY: John Doe x9999 Language Training School Language Training Faculty APPROVED LANGUAGE DESIGNATED POSITIONS DD, ANGE TYPE PROFICIENCY REQ. NO. RE-LANG AND/ LANGUAGE LETE G - S QUIRED POSITION CODE READ SPEAK STAND POSITION CLEAR TEXT NUMBER TTTT Α S BF70 Cerman I. Ι 1243 Training Officer S Α BF 70 Carman \mathbf{F}^{\prime} I 2345 Training Officer LANGUAGE RECAP S 2 BF70 Corman Ι Ι PMCD Control # G BK50 French Η Η PMCD Approval 2 BL18 Swanish Н Ι PMCD Date (EXAMPLE #1) Approved For Release 2005/12/14 | CIA-RDP78-07 81R000200050025-5 SECRET (WHEN FILLED IN)

SECRET (WHEN TILLED IN) (EXAMPLE #2) Approved For Resease 2005/(ተያለተት: ርኒት-ਜ਼ਿਰੂ 78 67 181R000200050025-5 TO: PMCD/OP ROOM 405, MAG. BLDG LANGUAGE REQUIREMENTS FOR: PAGE 1 OF 15 Deputy Director-Support FROM: DDS/OTR Office of Training DATE 11/12/70 PREPARED BY: John Doe x9999 Language Training School Language Training Faculty LANGUAGE DESIGNATED POSITIONS APPROVED ADD, CHANGE PROFICIENCY REQ. NO. RE-LANG AND/ LANGUAGE DELETE G - S QUIRED CODE OR POSITION CLEAR TEXT UNDER, STAND POSITION READ SPEAK NUMBER Trul Α S BF70 German Η Η 4523 Training Officer LANGUAGE RECAP Α S 1 BF70 German PMCD Control #___ Η Η PMCD Approval PMCD Date Approved For Release 2005/12/14 : CIA-RD 78-07181R000200050025-5 (EXAMPLE #2)

SECRET (WHE TILLED IN) (EXAMPLE #3) Approved For Reliance 2005/12/14 GHA-RDP.78-07/181R000200050025-5 TO: PMCD/OP ROOM 405, MAG. BLDG LANGUAGE REQUIREMENTS FOR: PAGE 1 OF 15 Deputy Director-Support FROM: DDS/OTR Office of Training DATE 11/12/70 PREPARED BY: John Doe Language Training School x9999 Language Training Faculty LANGUAGE DESIGNATED POSITIONS APPROVED ADD, CHANGE PROFICIENCY REQ. NO. RE-LANG AND/ LANGUAGE DELETE QUIRED POSITION UNDER STAND CLEAR TEXT POSITION READ SPEAK NUMBER TITE S Α BK50 And French Η Η 6534 Training Officer BF70 OrGerman Η Η Α BL18 Spanish Η Η Α S 1 BQ54 Russian Η Η 2387 Linguist LANGUAGE RECAP S 1 BK50 And FrenchΗ Η PMCD Control #____ BF 70 OrGerman Η Η Α BL18 PMCD Approval. Spanish Η Η S 1 BQ54 Russian Η PMCD Date Η Approved For Release 2005/12/14 : CIA-RD#78-07181R000200050025-5 (EXAMPLE #3)

| | | المعادلة | | | | | | | | |
|--------|--------|----------|-----------|------|--|---------|------------------------|---------|--------------------|------------------|
| | | (| (EXA | MPL | SECRET (WHEN LEADPROVED FOR RELEASE 2005/12/12/12/12/12/12/12/12/12/12/12/12/12/ | LED IN) |) 78 <u>-0</u> 718′ | 1R00020 | 00050025-5 | |
| TO: P. | MCD/OI | ROOM | 405, MAG. | BLDG | LANGUAGE REQUIREM | | | | | PAGE 1 OF 15 |
| FROM: | DI | OS/OTR | | | Deputy Director-Support | | | | | |
| 4 | | | | | Office of Training | | | | · | DATE11/12/70 |
| PREPAR | ED BY: | Johr | Doe x99 | 99 | Language Training School Language Training Facu | 14** | | | ŀ | |
| | | | | | . Dangdage framing racu | ity | • | | - | APPROVED |
| ADD, | TYPE | | | | LANGUAGE DESIGNATED | | | | | APPROVED |
| CHANGE | 1111 | NO. RE | LANG | AND/ | LANGUAGE | PROF | ICIENCY | REQ. | | |
| DELETE | G - S | QUIRED | CODE | OR | CLEAR TEXT | READ | SPEAK | STAND | POSITION NUMBER | POSITION TIME & |
| D | S | Ι | BK50 | | French | Н | Н | | 5789 | Training Officer |
| D | S | 1 | BF70 | | German | I | I | | 3478 | Linguist |
| • | | | | | , | | | | | |
| | | | | | | | | | | |
| | | N. | | | | | | | | • |
| | | | | | | | | | | |
| 46 | | | | | • | | | | | |
| 1 | | | | | | · | | | | |
| į. | | | | | • | | | | | |
| | | | | | | | | | | |
| | į | | | | | | | | l | |
| | | | | | | | | 1 | ļ | · |
| | | | | | ANGUAGE RECAP | | | | | |
| | | _ | | | | | | | | |
| D | S | 1 | BK50 | İ | French | H | Н | - 1 | | PMCD Control # |
| D | s | 1 | BF70 | | German | _ [| _ | | | |
| | | | | | derman | Ι | I | | | PMCD Approval |
| D | G | 3 | BL18 | 1 | Spanish | I | I | | | |
| | | | | | | | | | | PMCD Date |
| | | i | | | | | | - | • | Trop base |
| | | İ | | | | ļ | 1 | | | · · |
| | | | | | Approved For Release 2005/12/14 : 0 | IA-RDP | 78-071 8 1 | 1R00020 | 00050025-5 | (Distance) |
| | | | <u> </u> | | | | | | | (EXAMPLE #4) |

| | | | | | #2022# /: | | | | | | | | |
|--------|----------|----------|-----------|------|--|---------------------------------|--------------------|----------------------|--------|--------------------|----------------|--|-------------|
| | | 1 | (EXA | MPLE | SECRET (W | WHEN EILI | LED IN) | ODM | | | | | ď |
| 0: P | ICD/OF | ROOM | 405, MAG. | BLDG | E #5) Approved For Release 200: LANGUAGE F | 5/17/13 - (REQUIREME | CIAYRDE ENTS FO | 78≟0718 R: | 1R0002 | 00050025-5 | DAGE | 1 OF 15 | |
| ROM: | | S/OTR | • | | Deputy Director-Suppo | | | | | | PAGE _ | OF | • |
| : | טעע | O/OIR | | 1 | Office of Training | | | | | | DATE _ | 11/12/7 | 0 |
| REPARI | D BY: | John I | Doe x999 | 9 | Language Training | | | | | | | | |
| | | | | İ | . Language Train | ing Facu | ılty | | | - | | | |
| ADD, | (myr) ra | , | | | LANGUAGE DEST | IGNATED | POSITIO | NS | | | APPROVE | D · | |
| HANGE | TIPE | NO. RE | - LANG | AND/ | LANGUAGE | | PROFI | CIENCY | REQ. | | | | |
| CLETE | G - S | QUIRED | | OR | CLEAR TEXT | | READ | SPEAK | UNDER | POSITION NUMBER | POSIT | | |
| | | 1 | | | | | 13211 | OF HAIN | STAND | PUPER | ب الم | ·LH | - |
| D | S | 2 | BK50 | | French | | I | I | | 5412 | Linguist | a. | |
| | | | | | | | - | _ | | 3412 | Linguist | | - 1 |
| | | | | | | | | | | | | • | |
| | | | | | 3 | | | | | | | | |
| | | | | | | | | | - | | | | |
| . | | | | | | | | ĺ | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | l | - 1 | | | | |
| 1 | | | | | * | | | | | | | | |
| | | | | | • | | 1 | | | | | | |
| | | | ļ | | | | - 1 | - 1 | 1 | | | • | |
| | 1 | | | | | | } | - 1 | - 1 | | | | |
| | | | <u> </u> | | | | | | | | , | | |
| T | Ť | | | · 1 | LANGUAGE RECAP | | | | | | | | |
| | | 2 | 21150 | | | | | | | | | | |
| C | S | 2 | BK50 | | French | | I | I | ŀ | | PMCD Control # | | |
| l | - 1 | | | | | 1 | | | | | • | | |
| | |] | | | | . | | | . | | PMCD Approval | | |
| | - 1 | | | | | | 1 | | | | | | |
| | | | | | | | | 1 | | | PMCD Date | | |
| | | | | | | | | | | | | en en en en en en en en en en en en en e | er men geog |
| | | | | | | | | 1 | | | | | |
| | | 1 | 1 | | en en en en en en en en en en en en en e | | | . | | | (EXAMPLE | #5) | |
| | | | | | Approved For Release 2005 | 5/12/14 | CIA-RDP | 78-0718 | 1R0002 | 00050025-5 | | | |
| | | | | | Secret (When | V FILLED | IN) | | | | _ | | • |

| CO: PI | MCD/OF | ROOM I | (E: | | SEC PLE #7) POSITIO Approved For Releas | RET (WHEN FIL N-LANGUAGE (UAGE REQUIREM | LED IN) ITROL F ENTS FO | ORM 78-0718 | 1R0002 0 |)00500 25-5 | PAGE 1 OF 1 | 5 |
|------------------------|---------------|-------------------|--------------|------------|---|--|-------------------------------|----------------|---------------------|------------------------|------------------|---|
| <i>i</i> : | ED BY: | John | Doe x999 | 9 | Deputy Director- Office of Train Language Train Language T | Support | ılty | | | | DATE 11/12/7 | - . ' |
| ADD, HANGE ELETE | TYPE G - S | NO. RE- QUIRED | LANG CODE | AND/ OR | LANGUAGE CLEAR TEXT | | | CIENCY | REQ. UNDER | POSITION NUMBER | POSITION TITLE | |
| D | S | 2 | BK50 | | French | | Н | Н | | 2435 | Training Officer | ÷ |
| . Α | S | 2 | BK50 | | French | | Н | H | | 3564 | Linguist | === . |
| | | | | | | • | | | | | | |
| The second second | | | | | : | | | | | | | |
| | | | | | LANGUAGE RECAP | | | | | | | |
| T | | T | | • 1 | CARGUAGE RECAP | | | | | | | |
| | | | | | | | | | | | PMCD Control # | |
| | | | | | | | | | | | PMCD Date | • · · · · · · · · · · · · · · · · · · · |
| 1 | | | | | | | | | | | (EXAMPLE #7) | |
| L | | | | | Approved For Release | se 2005/12/14 : 0 | CIA-RDP | 78-0718 | 1R00020 | 0050025-5 | | |
| | | | | | SECRET | (WHEN FILLED | IN) | | | | | |

| 0: I | MCD/OI | P ROOM I | (EX. 405, MAG. | AMPL B LDG | SEURET (WHEN FI) LE #6) POSITION-LANGUAGE Approved For Release 2005/12/12 LANGUAGE REQUIRES | LLEU IN) NTROL F EINTS FO | ORM 78-0718 | 1R0002 | 2000500 25-5 | PAGE 1 OF 15 | . s. |
|---------------|---------------------------------------|-------------------|-------------------|----------------------|---|---------------------------------|-----------------------|--------------------------|-------------------------|-------------------|--------------------|
| ROM: REPAI | DI | OS/OTR John | Doe x99 | 999 | Deputy Director-Support Office of Training Language Training School Language Training Fac | 1 | | | | DATE 11/12/70 | |
| | | | | | LANGUAGE DESIGNATED | | MC | | | APPROVED | |
| IDD, IANGE | TYPE G - S | NO. RE- QUIRED | LANG | AND/ OR | | | CIENCY | REQ. UNDER STAND | POSITION NUMBER | POSITION TITLE | |
| D | S | 1 | BK50 | And | French | H | Н | | 3415 | Linguist | |
| D | | | BF70 | Or | German | Н | Н | | | | f.a _s , |
| D | | | BL18 | | Spanish | H | Н | | | | |
| | | | | | • | | | | | | |
| | | | | | | | | | | | |
| | , , , , , , , , , , , , , , , , , , , | | | | LANGUAGE RECAP | <u> </u> | | | | | |
| D D | S | 1 | BK50 | And | French | Н | Н | | | PMCD Control # | |
| D | | | BF70 BL18 | Or | German Spanish | H | Н | | | PMCD Approval | |
| | | | | | | H | H | | | PMCD Date | 14. 49.1 |
| | | | | | | | | | | | |
| j | | • | | | Approved For Release 2005/12/14 : | CIA-RDP | 78-0718 | 1R0002 | 200050025-5 | (EXAMPLE #6) | |
| / | | | | | SECRET (WHEN FILLE) | D IN) | | | | | |

Language Code Listing *

| Amharic | BG 69 | Lao | |
|---|-----------------------------|--|---------------|
| Arabic | s. · · · · · · | ua0 | BR 27 - |
| (Eastern) | BG 21 | Lingala | BC 57 |
| ORAL (Iraqi) | BG 40 BG 44 | Meo | BS 54 |
| (Saudi) (Western-North African) READING-Movern LITERARY | BG 28 / BG 33 / BG-50 | Norwegian | BF 36 |
| Bengali | 8G-35 BH 81 | Persian (Afghan) | BJ 41 |
| Bulgarian | BQ 51 | (Modern) | BJ 40 |
| Burmese | BR 51 | Polish | BQ 21 |
| Chinese, Mandarin | BD '93 | Portuguese (Brazilian) | BL 31 |
| Czech | BQ 30 | (European) | BT 58 |
| Danish | BF 48 | Romanian | BL 36 |
| Dutch | BF 65 | Russian | BQ 54 |
| Finnish | BR 87 | Serbo-Croatian | BQ 36 |
| French | BK 50 | Spanish | BL 18 |
| German | BF 70 | Swahili | BB 60 |
| Greek | BG 06 | Swedish | BF 45 |
| Hausa | BD 69 | Tamil | BE 51 |
| Hindustani | | Thai | BR 21 |
| (Hindi) (Urdu) | BH 48 BH 51 | Turkish | B A 51 |
| Hungarian | BS 39 · | Ukranian | BQ 57 |
| Indonesian | BL 54 | Vietnamese | BS 63 |
| Italian | BK 87 | * Note that this is not a co | omplete |
| Japanese | BS 96 | which codes exist. If you | for |
| Korean | BT 03 | code for a language which the list or if you need assistance in filling out contact: | is not on |
| <u>"</u> | | | |